



POLICIES AND OPERATING PROCEDURES

August 2003

Table of Contents

1. Admissions.....	1
1.1 Eligibility Requirements.....	1
1.2 Enrollment	1
1.2.1 Waiting List Priorities	2
1.3 Part-Time Enrollment Policy.....	3
1.3.1 Request for Part-Time Enrollment.....	3
1.3.2 Criteria for Part-Time Enrollment.....	3
1.3.3 Part-Time/Time Share Enrollment Agreement	3
2. Fees 4	
2.1 Security Deposit	4
2.2 Tuition Fee.....	4
2.3 Diapering/Toilet-Training Service Fee	4
2.4 Fee Due Date - Late Payment Penalties	5
2.5 Alumni Attendance Fee	5
2.6 Absences.....	6
2.6.1 Sick Days/Extended Illness.....	6
2.6.2 Vacations	6
2.7 Child Late Pickup Fee/Policy.....	6
2.8 Ames Child Care Center Closings	7
2.8.1 Holidays	7
2.8.2 Early Closure of Ames Research Center.....	8
2.8.3 Early Closure Of The ACCC.....	8
2.8.4 Unplanned Closure of the ACCC	8
2.8.5 Disaster Evacuation	9
2.8.6 Immediate Ames Research Center Shutdown	9
2.8.7 Government Furlough	9
2.9 Checks Returned by the Bank.....	9
3. Health and Safety.....	10
3.1 Security Procedures.....	10
3.1.1 Parents.....	10
3.1.2 Visitors.....	10
3.1.3 Alternate Pick Up	10
3.2 Sick Children.....	11
3.2.1 Too ill to attend.....	11
3.2.2 Symptoms	12
3.2.2.1 Temperature	12
3.2.2.2 Vomiting.....	12
3.2.2.3 Diarrhea.....	12
3.2.2.4 Runny Nose.....	12
3.2.2.5 Miscellaneous Symptoms	12
3.2.3 Infectious and Viral Illnesses.....	13
3.2.3.1 County Health Reportable Illnesses	13
3.2.3.2 Vaccine-Preventable Illnesses	14
3.2.3.3 Rash-Causing Illness.....	14

3.2.3.4	Streptococcal Infections.....	15
3.2.3.5	Non-Reportable Communicable Illnesses.....	15
3.2.3.6	Viral Illness.....	15
3.2.3.7	Non-Contagious Bacterial Infection.....	16
3.2.4	Plant Contact Irritant.....	16
3.3	Medication.....	16
3.3.1	Prescription Medicine.....	16
3.3.2	Over-the-Counter Medicines	16
3.4	Record/Emergency Information.....	16
3.5	Corporal Punishment.....	17
4.	Withdrawal from the Center	19
4.1	Voluntary Withdrawal.....	19
4.2	Loss of Use	19
4.3	Suspension of Services.....	19
4.4	Termination of Services	19
4.5	Biting Policy	20
5.	Parent Roles and Responsibilities.....	21
5.1	Daily Parent Responsibilities/Opportunities	21
5.2	Fundraising Activities	22
5.3	Family Events	23
5.4	Committees/Board of Directors	23
5.5	Other Activities	23
6.	Grievance Procedures for Parents	24
7.	ACCC Board of Directors Responsibilities	25
7.1	ACCC Board of Directors	25
7.2	ACCC Policy	25
7.3	ACCC Administration.....	26
7.4	ACCC Financial Responsibility.....	26
	Appendix A: Ames Child Care Center 2003 Fee Schedule.....	1
	Appendix B: Part Time Enrollment Policy and Agreement.....	2
	Appendix C: Ames Child Care Center Policy Acknowledgment Statement.....	4

Foreword

The Ames Child Care Center was established in 1986 to provide high quality, on-site child care for the infants, toddlers, and pre-schoolers of the civil servants, and contractors working at Ames Research Center and military employees working at Moffett Federal Air Field. The ACCC is a non-profit corporation that is “owned” by the ACCC parents (the members of the corporation), licensed by the State of California, accredited by the National Association for the Education of Young Children (NAEYC), and operated out of facilities provided and supported by Ames Research Center. Operation of the ACCC is governed by a parent-elected Board of Directors, which is responsible for overseeing the operations, budgets, and fundraising activities of the ACCC. The ACCC Director manages daily ACCC operations and reports to the Board of Directors. This handbook was written and is updated by the ACCC Board of Directors.

This handbook defines the ACCC policies and procedures, and your responsibilities as parents. There are several documents attached: the current Fee Schedule (Appendix A), a Part-Time/Time Share Enrollment Agreement (Appendix B) and a Policy Acknowledgment Statement (Appendix C). The acknowledgment letter states that you have read the Ames Child Care Center Policies and Operating Procedures, and agree to follow the Center’s policies for the duration of your child’s enrollment at the ACCC. This must be signed and returned to the Director within one week after your child has started at the ACCC.

1. Admissions

1.1 Eligibility Requirements

All personnel employed on-site at Moffett Field are eligible to use the Ames Child Care Center (ACCC), also referred to as “the Center.” These include, but are not limited to, NASA, Army, contractor, Ames Child Care Center employees, and other Military. For eligibility purposes, “personnel employed on-site” is defined as those employees possessing a current, non-expired Ames Research Center/Moffett Field photo badge. The Director will keep a copy of the parent’s badge on file. The Director reserves the right to make exceptions to the eligibility policy on a case-by-case basis, if deemed in the best interests of the Center and the child. It is the responsibility of the parents to notify the Director when their eligibility status changes.

ACCC accepts children between the ages of six weeks and six years. Parents may enroll their child when the child is born. However, each newborn must have been released from the hospital at least six weeks prior to attending the Center.

Alumni may be eligible to attend the Center on an occasional basis with the permission of the Director or Assistant Director and by paying the appropriate fees (section 2.3). In order to confirm that space is available, the parent of the alumnus wishing to attend the Center must check with the Director the morning of the day attendance is requested to confirm that space is indeed available. All paperwork for the alumnus must be current (i.e., emergency information).

1.2 Enrollment

The maximum enrollment at ACCC is 94 children. This number is limited by the size of the facility and the student-to-teacher ratios set by the Board of Directors. Since its first year, ACCC has found it necessary to establish a waiting list of families wishing to have their children enrolled in the Center. All new vacancies are filled from this list.

The Center requires a completed application and a \$50 deposit in order to be placed on the waiting list (currently enrolled parents and employees are exempt). Half of this deposit, \$25, is refundable and will be applied towards the first week’s tuition fee or the security deposit when the child is enrolled in the Center. To remove a child from the waiting list and receive the \$25 refund of the deposit, the Center requires written notice. If a refund request has not been submitted prior to your child’s sixth birthday, your deposit will be forfeited.

When an opening at the Center becomes available, the Director will fill the vacancy based on the following priorities: re-enrollment of a child out due to illness, appropriate (age and skill level) class moves, or a new enrollee from the top of the waiting list who is of the appropriate age for the opening (see Section 1.2.1). One of the parents of the new enrollee will be contacted and offered the position. They will be given one working day to notify the director whether or not to accept the position. One week’s tuition is required to secure the position. Parents may decline to enroll their child **once** without losing their place on the waiting list. After two offers of enrollment are declined, the child will be placed at the end of the waiting list. It is the parent’s responsibility to keep the Center Director updated with their waiting list information (i.e., phone numbers, birth date etc.).

If a family accepts a position at the Center then declines the position prior to actually enrolling, they must provide 2 weeks’ advance notice to the Center in writing, and pay tuition for up to two weeks. For example:

If a parent accepted a position via a phone call (on a Tuesday) from the Center director three weeks prior to the scheduled start date (a Monday), and decided not to enroll by the Friday of that same week, the parent must submit a written two-week notice to decline the position, even though the child never actually enrolled.

The Center operates on a Monday through Friday cycle. All enrollment dates fall on Monday and all withdrawal dates fall on Friday. This means that even if your child starts on any day except Monday, you are still responsible for paying for the entire week. This also means that if you withdraw from the Center on any day except Friday, you still must pay for the entire week.

The Center requires that all children have a written physician's statement declaring that the child is in general good health (no contagious diseases) and can attend the Center. This is due no later than the first day of enrollment.

1.2.1 Waiting List Priorities

Children are placed on the waiting list at the time that their application and deposit are received. Classroom vacancies are filled based on the following order of priority:

- a. Any child removed from the Center's enrollment due to illness (see section 3) has first priority to return to the Center.
- b. Any child currently enrolled in the Center has second priority to move into an older classroom when appropriate (based on birth date and developmental level). If two children have the same birth date, the child enrolled first at the Center will move into the older classroom first. In certain situations, the Director and staff may determine that the normal move up order by birth date is not appropriate. The Director will discuss the situation with the parents involved prior to sending out notification and implementing the move. The final decision on move ups will be made by the Director.

If no child from a younger class is available, a new enrollee will be admitted to the class. The Director will offer new enrollment to the child at the top of the waiting list who meets the age requirements of the classroom based on the next set of priorities:

1. Any sibling of a child currently enrolled in the Center.
2. The child of an ACCC employee. The employee's primary work assignment must not be in the same classroom as any of his/her enrolled child(ren).
3. The earliest child added to the waiting list based on the date of receipt of application and deposit.
 - a. Any child of a NASA Ames Civil Servant or contractor. These include, but are not limited to, NASA, Army, contractor, and Ames Child Care Center employees.
 - b. Any child of any Military or other organization residing on Moffett Field.

1.3 Part-Time Enrollment Policy

Part-time enrollment will only be offered if it causes no vacancies and no loss of tuition income on a regular basis. In order to prevent loss of tuition income, part-time enrollment will only be offered if sharing children completely fill one existing slot. Also, due to the difficulty in a child's adjustment to day-care, part-time enrollments where the child attends only one day per week will not be accepted. The criteria for part-time enrollment are listed below. In addition, the parents of the children involved in a part-time enrollment must sign an agreement (see Appendix B) and abide by the Center's stipulations for part-time enrollment.

1.3.1 Request for Part-Time Enrollment

A parent who is offered a full-time slot may request part-time enrollment. Subsequent families of age-appropriate children on the waiting list will be given the opportunity to share the slot. Families from the waiting list electing to take the part-time enrollment slot will **not** be given preference later if a full-time slot becomes available, but will retain their status and position on the list. A family switching from full-time to part-time, however, will be given preference if they later wish to change back to full-time enrollment. If no one can be found to share the slot, then the parents who requested part-time enrollment have the option of either enrolling their child on a full time basis or declining the offer.

1.3.2 Criteria for Part-Time Enrollment

The following criteria must be met before the Center Director will even consider part-time enrollment:

- **Age**
The children must be close enough in age and developmental abilities that they will be able to graduate to successive rooms on the same schedule.
- **Attendance**
The parents of the children shall establish and maintain an attendance schedule for them that does not overlap or have significant gaps. A significant gap would be one causing tuition and fees received for the slot to be less than that received if the slot was filled by one child on a full-time schedule. The children shall attend on **separate** days of the week, rather than splitting the slot on a daily basis. An acceptable schedule, for instance, would be Child A: Monday, Wednesday, and Friday, Child B: Tuesday and Thursday.
- **Classroom Limits**
There shall be no more than two part-time agreements in any of the Center classrooms at one time.

1.3.3 Part-Time/Time Share Enrollment Agreement

A copy of the Part-Time/Time Share Enrollment Agreement is attached to this document as Appendix B. The Agreement specifies the details of a part-time agreement. The Agreement must be signed by the parents of the children involved, then submitted to the Director for approval. Please note that part-time enrollment agreements are not automatically transferred to sibling children enrolled at the Center; a separate part-time agreement must be made for each child.

2. Fees

All fees listed in this section are subject to change. However, any fee changes must be approved by the Board of Directors and the parents must be given at least a 15 day (45 days for tuition increases) advance notice of what the new fee is and when the fee changes will occur. The Board of Directors provides this notice in writing to all parents of enrolled children.

2.1 Security Deposit

A security deposit equal to one week's full tuition will be due in full at the time of enrollment. Parents who withdraw their children from the Center must give two weeks' written notice so that the security deposit can be refunded in its entirety. The deposit will be applied to the final week of care. Each time tuition fees are increased an addition to the security deposit must also be collected in an amount equal to the increase in tuition, in order to keep the security deposit up-to-date.

2.2 Tuition Fee

The tuition fee is established by the Board of Directors to cover the Center's operating expenses. It is subject to change, as conditions require. Tuition fees are based on a Monday-Friday schedule. Written notice will be given to the parents of all the enrolled children at least 45 calendar days prior to any tuition fee change. See Appendix A for the tuition fee rate schedule.

The Center is open between the hours of 7:00 am and 6:00 PM. The normal tuition fees are based on a set schedule of nine and a half (9.5) hours per day. Alternate or compressed work schedules should be based on ten and a half (10.5) hour days with one day off every other week (the child does not attend school on the off day). If a child will be attending for more than their scheduled hours, or during a scheduled day off, additional fees will be charged.

In order to meet staffing requirements and to minimize Center expenses, parents are required to fill out a tuition schedule form to establish a weekly schedule for each child's hours of attendance. Changes to the child's schedule should be coordinated with the Director. Students scheduled as full-time must pay full-time tuition regardless of whether or not they are actually at the Center as scheduled.

2.3 Diapering/Toilet-Training Service Fee

All children enrolled in the Center who are not fully toilet-trained are assessed an additional \$10 per week service fee. This fee covers the cost of disposable diapers and the service of changing the diapers for children that are not toilet-trained. Due to sanitation reasons, cloth diapers are not allowed at the Center. Parents may choose to bring in their own diapers for health reasons such as allergic reactions; however, this will not reduce or eliminate the diapering fee.

This fee also covers the service of changing soiled underwear or "pull-ups" during the toilet-training process. Parents are responsible to supply a sufficient quantity of training pants and/or "pull-ups" and take home soiled training pants (but not pull-ups) at the end of each day.

This fee is paid in advance with the weekly tuition. If a child is absent from the Center for a full week (five consecutive days, Monday through Friday), the fee will not be assessed. This fee is contingent upon each child's situation, but will be dropped after the child has successfully completed two school weeks without an accident. Parents will be notified by the Director or Assistant Director when the fee is going to be dropped.

2.4 Fee Due Date - Late Payment Penalties

Tuition is paid in two-week installments, due in advance on Monday prior to attendance. Each installment can be paid as far in advance as you wish. The two-week period is aligned with the ACCC payroll periods. If attendance begins in the second week of a period, the initial tuition payment may be for either one week or three weeks; subsequent payments shall align with the following two-week period. A **\$25 late fee** per family will be assessed if tuition is not received by the close of business (6:00 PM) on the first working day after the due date, normally Tuesday. If the Center is closed on the Monday due date, for Federal Holiday or other reasons, tuition is due on Tuesday of the week, and the late fee will be assessed for payments later than 6:00 PM that Wednesday.

Exceptions to the fee due date must be approved by the Director in advance. Requests for exceptions should be in writing and signed by both the parent and the Director. If you know in advance that your payment will be late, please contact the Director or Assistant Director to arrange for a waiver. If you don't make these arrangements in advance, your check should be made out for an additional \$25.

Any request for waiver of late tuition fees after such requests have been granted for two consecutive periods (four weeks) will require approval of the Board of Directors. The parent may present the request at a regular meeting of the Board, or ask that a special meeting be called to discuss the waiver.

If payment is not received within four working days after the due date (first Friday of the period) the security deposit will be retained as payment for the first week of that period. In addition, your child will not be permitted to attend the Center commencing on the fifth working day (normally the second Monday of the period) unless fees are paid in full. Any exceptions will be at the discretion of the Director.

After two weeks of non-payment of tuition and fees, the affected child will be expelled from the Center. As such, the child may be enrolled again by following the admissions procedures as a new applicant. All exceptions to this policy will be at the discretion of the Board.

2.5 Alumni Attendance Fee

Tuition and fees must be paid, in advance, according to the established schedule. Alumni tuition rates are determined by dividing the full-time weekly tuition by 5 days and charging that rate for each day in attendance.

2.6 Absences

2.6.1 Sick Days/Extended Illness

You are requested to notify the Center if your child will be absent due to illness. When your child is ill and unable to be at the Center, tuition fee schedule is as follows:

1 - 5 consecutive days - 100% of fees

2nd and 3rd consecutive weeks - 50% of fees for those days

If your child is ill for an extended period of time (e.g., more than one week) parents are requested to notify the Center in writing to ensure their fee reduction. Fee reduction is dependent upon a doctor's notification and verification of severity of illness.

If your child is ill for a period longer than three weeks, he/she will be withdrawn from the Center unless full tuition is paid. After withdrawal, his/her name will be placed on the priority waiting list for re-entry of previously sick children to the Center (see Section 1.2.1). There will be no additional deposit required to remain on this waiting list as long as the security deposit remains intact. In the event that the child cannot return to the Center, the security deposit will be retained by the Center to cover expenses when fees were reduced.

2.6.2 Vacations

Full tuition must be paid when parents temporarily remove the child from the Center for vacations and holidays. Parents are requested to notify the Center as far in advance as possible for scheduled absences. Late-fee waivers are available but must be coordinated in advance if the parent does not pay for the missed weeks in advance. This waiver allows the parent to pay for missed weeks upon returning to the Center but waives the associated late fee. The diaper fee (if applicable) will be waived if the child is absent from the Center for the entire week.

2.7 Child Late Pickup Fee/Policy

The Ames Child Care Center operates from 7am to 6pm daily. The following rates will be charged for children picked up after the Center's closing time. The Center Director determines the duration of the late pickup and notifies the parent of the fee:

1-5 min	6-10 min	11-15 min	16-20 min	21-25 min	26-60 min	61+ min
\$10	\$20	\$30	\$40	\$45	\$50	See below

This late pickup fee is assessed for each child who is not under the supervision of the child's parent or guardian. If any of the following occur, the child or children will be turned over to 1) person/persons listed on the Emergency Information Sheet or 2) the Child Protective Services:

- Parent is more than 60 minutes late and the Center has not been contacted

- Parent is more than 30 minutes late for a third time, for any reason, during a period of four weeks

This policy is required to ensure the safety and well being of children remaining after the Center has closed for the day.

If a parent is more than 5 minutes late, an attempt will be made to reach the parent. If the parent has not contacted the Center within 15 minutes of the scheduled closing time, those persons designated on the child's Emergency Information Sheet will be notified. If the parent is more than 60 minutes late and the Center has not been contacted, the child will be turned over to the emergency contact or Child Protective Services if emergency contacts are unavailable.

2.8 Ames Child Care Center Closings

In the course of operations, there are planned times that the Center will be closed (such as holidays), and times when the Center may be forced to close because the situation poses a threat to the health, safety or well-being of the children or staff of the ACCC. This section outlines examples of situations in which the ACCC would be closed or close early. At times when the ACCC closes early, Center closing policies will be in effect at the early closing time (2.7 Child Late Pickup Fee/Policy).

2.8.1 Holidays

The Center shall be closed on all days that NASA Ames is closed (weekends and Federal Holidays - there will be no fee reduction for Federal Holidays). The Federal Holiday schedule is as follows:

New Year's Day, January 1

Martin Luther King, Jr. Birthday, third Monday in January

President's Day, third Monday in February

Memorial Day, last Monday in May

Independence Day, July 4

Labor Day, first Monday in September

Columbus Day, second Monday in October

Veterans Day, November 11

Thanksgiving, fourth Thursday in November

Christmas Day, December 25

Note: Whenever a holiday falls on a Sunday, the following Monday will be observed as a holiday; whenever a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

In addition to the above Federal Holidays, the **ACCC will close early (3pm)** on the following days:

The day before Thanksgiving, fourth Wednesday in November

Christmas Eve, December 24

2.8.2 Early Closure of Ames Research Center

There are times at which federal government employees are granted holiday hours or excused leave (usually 4 hours) on the day preceding a holiday such as Thanksgiving or Christmas. In most cases, the leave is granted on that day, but from time to time it is made known in advance. Rather than try to determine when to close the ACCC on a case-by-case basis, the ACCC will close at 3pm the day before Thanksgiving and on Christmas Eve. All other times when Ames Research Center federal employees are released early for administrative or excused leave, the ACCC will remain open until the last child is picked up or 6 P.M.

2.8.3 Early Closure Of The ACCC

Staff meetings will be held the first non-holiday Monday of each month. The ACCC will close at 5pm.

On occasion, it may be necessary to close the ACCC early for staff development activities. To the extent possible, these activities will be planned in advance and parents will be given at least one week's notice.

Around the holidays, Center enrollment is often quite low. In advance of most holidays, parents will be polled to determine which children will be in attendance and for which hours so that appropriate staffing may be determined. If it is determined that no children will be attending on a given day or that all children will be picked up from the Center by a certain time, the Director will notify parents of an early closure at least two days in advance.

2.8.4 Unplanned Closure of the ACCC

When, in certain circumstances, the ACCC is unable to provide facilities within licensing guidelines, it will be necessary to close the Center. For example, according to licensing, the Center cannot remain open if there is a loss of running water or phone service. The situation will be assessed and if the service cannot be restored, it is grounds for immediate closure of the ACCC. In the event of a loss of power, the Center may remain open until it is determined that a safe and comfortable environment for the children can no longer be maintained (too low or too high temperature, darkness).

When events necessitate an unplanned closure, if possible, parents will be notified as soon as the event occurs via the parents' e-mail distribution list. Parents will be updated by e-mail once the situation has been assessed. As soon as the determination has been made to close the Center, parents will be notified of the closing time via the parents' e-mail distribution list and all contact phone numbers. As soon as a closing time has been determined, Center closing policies and fees will be in effect (2.7 Child Late Pickup Fee/Policy).

2.8.5 Disaster Evacuation

In the event of an earthquake, fire, facility flooding, or hazardous spill, the children will be taken to an evacuation location (current evacuation location is posted at the ACCC). Signs will be posted at the ACCC directing parents to the evacuation location. Parents should proceed immediately to the evacuation location to pick up their child. The Director and Assistant Director will be responsible for staying with the children. Red Cross or NASA emergency response team representatives should be at the evacuation location to assist with the relocation. Parents will be notified as quickly as possible, via the parents' e-mail distribution list and all contact phone numbers after the children have been safely relocated. If parents cannot be reached, those persons designated on the child's Emergency Information Sheet will be notified immediately.

2.8.6 Immediate Ames Research Center Shutdown

In the event that there is a threat to a federal installation or there is an Ames Research Center shutdown (all but essential personnel sent home), the ACCC will close 1 hour after Ames Research Center is shut down. Once a closing time for the ACCC has been determined, parents will be notified via the parents' e-mail distribution list and all contact phone numbers. At the designated closing time, Center closing policies will be in effect (2.7 Child Late Pickup Fee/Policy).

2.8.7 Government Furlough

The Government periodically may be required to furlough many of the employees at Ames. Actual furloughs have been very infrequent and details change with each instance. Any furlough is likely to create financial hardships for both the Ames employees and the ACCC staff. In an effort to minimize the impact to either parents or staff, the following guidelines have been established:

Depending on the extent of the furlough, the Center may or may not be open to care for the children. If the Center is open, any child currently enrolled is welcome to attend during the normal hours. Parents will be required to pay tuition under any of the following conditions:

- Parent(s) continue to work and receive full compensation
- Parent(s) receive compensation (pay) for time furloughed. Tuition for the duration of the furlough will be collected when the parent(s) is (are) reimbursed (late fees will be waived).
- ACCC is open and your child(ren) attends during the furlough, whether or not you are paid.

If ACCC is not open or if you are furloughed and are NOT reimbursed for your normal pay, you will not be required to pay tuition.

2.9 Checks Returned by the Bank

If the bank returns a check for any reason, the Center assesses a \$25 fee. The Center also assesses a late tuition fee if the check's return causes the current week's tuition to be paid later than Tuesday at 6:00 PM.

3. Health and Safety

3.1 Security Procedures

3.1.1 Parents

Parents must wear a NASA/Ames Picture Badge visible on their person while at the ACCC. Acceptable badges include: civil servant badges, contractor badges, and visitor badges (with photo). For parents who do not have one of these badges, the Ames badging office will issue picture badges specifically for visiting the ACCC. (Note: As long as the ACCC facility is located outside of Ames Research Center, these ACCC badges do not grant the wearer access to the Ames Research Center.) Parents must show their badges to the staff member controlling access at the front desk and continue to wear their badges while at the center. If you forget your badge, you must sign in at the front desk and get a temporary badge from the front desk attendant before proceeding to the classrooms.

3.1.2 Visitors

A visitor is classified as any person over the age of 12 who is not a parent or ACCC teacher. A visit to the ACCC should be arranged at least 24 hours in advance.

Visitors to the ACCC (who are not there for business purposes, such as repairs, deliveries, inspections/audits, or to act in a teaching capacity such as to conduct the music program or science lessons) should generally be escorted by a parent or teacher.

All visitors must be positively identified by the staff member controlling access at the front desk. The visitor must show a driver's license, and his/her name must be on one of the following documents:

- A child's Identification and Emergency Information sheet under "names of persons authorized to take a child from the facility."
- The daily list of expected visitors.

Once the visitor has been positively identified at the front desk and verified to have authorization to be at the center, then the visitor can sign the log book and will be given a temporary badge and allowed to proceed to the classrooms with the escort. Escorts may be waived on a case-by-case basis.

Visitors may come to the ACCC without the 24-hour prior notification if they are escorted by a parent or teacher and are positively identified by the staff member manning the front desk. The visitor must sign the logbook and receive a temporary badge.

3.1.3 Alternate Pick Up

Some visitors may be unescorted if they have been designated to pick up or drop off child(ren). Parents wishing to arrange for an alternate person to pick up their child(ren) must follow this procedure:

1. At least 24 hours in advance (emergency exceptions only) of the (first) alternate pick-up/drop-off date, either:

- a. Add the person to your child's Emergency Information sheet under "persons authorized to take a child from the facility." (Once added to this list, the person can pick up your child in "emergency" situations where you do not have advance notice.)
 - b. After positive identification has been provided, inform the Director or Assistant Director to add the person to the list of authorized visitors for a particular day/days.
2. Inform your child's teachers and the Director or Assistant Director that this person will be picking up your child(ren) on the specified day/days.
3. Let the alternate person know that he/she will be required to show identification at the front desk, sign in and receive a temporary badge before proceeding to the classrooms. Also inform the person that he/she should identify him/herself to the classroom teachers and sign the child(ren) in or out of the classroom log book.

3.2 Sick Children

This section provides a list of symptoms that would indicate that a child should not be brought to the Center. If these symptoms appear during the course of the day, the person(s) listed on the Emergency Information Sheet shall be notified.

3.2.1 Too ill to attend

The classroom teacher/staff will decide if the child is too ill to attend and/or remain at the Center. A parent, or those persons designated on the child's Emergency Information Sheet, will be notified. The child must be picked up within 30 minutes of personal notification. While awaiting pick-up, the child will be isolated from the rest of the children.

In the case of an accident/injury, the child's condition will be assessed and a parent, or those persons designated on the child's Emergency Information Sheet, will be notified. If the condition is life threatening, 911 will be called and the child will be transported by ambulance to a hospital even if the parent cannot be reached.

If it is determined that the injury is not life threatening, but that the child should not remain at the Center or should seek medical attention, a parent, or those persons designated on the child's Emergency Information Sheet, will be notified. The child must be picked up within 30 minutes of personal notification. Appropriate first aid will be administered to the child while awaiting pick-up.

Failure to pick up the child within 30 minutes of personal notification and/or knowingly leaving your ill or injured child at the Center will be grounds for suspension of the Center's services for the family

First occurrence:	Written warning
Second occurrence:	\$15.00 Fee
Third occurrence:	\$30.00 Fee
Fourth occurrence:	Suspension from the Center for three days.

If the end of the calendar year (December 31) is reached with no further occurrences, the previous occurrences will be removed from the record. Repeated infractions of this policy can result in termination of enrollment in the Center.

3.2.2 Symptoms

If a child is sent home for any of the following symptoms the child must stay out for the designated period of time. For clarification of these requirements, please contact the Center Director or the Assistant Director.

3.2.2.1 Temperature

A fever is defined as a temperature of 101° F or more. The child may return 24 hours after the fever has abated.

3.2.2.2 Vomiting

The child may return 24 hours after vomiting has stopped.

3.2.2.3 Diarrhea

All cases of diarrhea must be reported to the Center and the cause must be explained. The risks of spreading diarrhea are more serious than the risks of spreading colds. The child may return 24 hours after the diarrhea stops. The criteria for a child to stay home for diarrhea are as follows:

1. Diarrhea accompanied by: fever of 100° F, excessive runny nose and/or irritability.
2. More than 3 diarrhea bowl movements within 8 hours (regardless of the cause).

3.2.2.4 Runny Nose

Your child may come to the Center if the nose is:

1. Runny and not excessive.
2. Caused by allergy or teething (with a doctor's note).

Your child should stay home if:

1. Runny nose with fever of 100° or greater.
2. Excessive runny nose with any or all of the following symptoms: bloody sputum, vomiting, diarrhea, or any other sign of illness.

3.2.2.5 Miscellaneous Symptoms

The staff may also consider the following symptoms (and any other pertinent symptoms) when determining if the child is too ill to attend and/or remain at the Center:

1. Complaints of severe stomachache, earache, headache, or other pain.
2. An unidentified rash.

3. Claims that child is too weak or too sick to attend day care.

3.2.3 Infectious and Viral Illnesses

If your child has been sick with a contagious illness, **a physician's statement indicating general good health will be required for his/her return to the Center.** The Center does not divulge the name of the child who may have caused the exposure to maintain confidentiality for that family.

The Center uses the Santa Clara County Health Department "Exposure Notice" illnesses as a guide to define Center illness policies. The Center will notify the parents in the appropriate classrooms when there has been an exposure to a communicable illness.

NOTE: The Director may determine that a doctor's release form may be required to re-enter the Center after **any** illness.

3.2.3.1 County Health Reportable Illnesses

These illnesses are very serious and require consultation with a physician. These illnesses must be reported to the Santa Clara County Health Department. Usually the diagnosing physician provides the reporting mechanism. Please see the Center Director if you have any further questions as to the county health reporting procedures. A child may return to the Center upon approval in writing from the doctor and, where required, when cleared by the Santa Clara County Health Department.

3.2.3.1.1 Non-Diarrhea Illnesses

The symptoms are detailed in information provided by the Santa Clara County Health Department.

- *Hemophilus Meningitis*
- *Meningococcal Infection*
- *Hepatitis A*

3.2.3.1.2 Infectious Diarrhea

If any of the following infectious diarrheas are suspected, the child will be sent home with the symptoms documented and referred to their physician for further evaluation. The symptoms are detailed in information provided by the Santa Clara County Health Department.

If the physician recommends testing, the child may not return to the Center until the test results are negative or the child has been on medication to treat the illness for 72 hours. A release form will be provided by the Center to be completed by the physician before the child can return to the Center.

If the physician does not recommend testing, but the child continues to display symptoms of infectious diarrhea the child will be sent home. A negative test result or medication to treat the illness for 72 hours will be required before the child is re-admitted to the Center. A release form will be provided by the Center to be completed by the physician before the child can return to the Center.

These illnesses are very serious and require consultation with a physician. These illnesses are reportable to the Santa Clara County Health Department. A child diagnosed with any of the following may return to the Center upon approval in writing from the doctor and where required when cleared by the County Health Department.

- ***Campylobacter***
A child may return to the Center after treatment and when diarrhea has ended with a physician's written authorization.
- ***Giardia***
A child may return to the Center after treatment and when diarrhea has ended with a physician's written authorization.
- ***Salmonella***
A child may return to the Center **only** when cleared by the County Health Department.
- ***Shigellosis***
A child may return to the Center **only** when cleared by the County Health Department.

3.2.3.2 Vaccine-Preventable Illnesses

These illnesses are very serious and require consultation with a physician. The chance of these occurring at the Center is quite small since the Center requires all immunizations to be kept current. These are reportable to the Immunization Assistance Program.

- ***Rubella (3-Day Measles)***
A child may return to the Center 5 days after the onset of the rash and with a physician's written authorization.
- ***Measles (Rubeola)***
A child may return to the Center 5 days after the onset of the rash and with a physician's written authorization.
- ***Mumps***
A child may return to the Center when swelling has subsided and with a physician's written authorization.
- ***Pertussis (Whooping Cough)***
A child may return to the Center after 1 week of treatment with antibiotics and with a physician's written authorization.

3.2.3.3 Rash-Causing Illness

- ***Chicken Pox***
The child may return to the Center 7 days after onset of the rash, and if all the blisters are dry.
- ***"Fifth Disease"***
The child may return to the Center with a physician's written authorization.

- ***Scabies***
The child may return to the Center 5 days after the second treatment with a physician's written authorization.

3.2.3.4 Streptococcal Infections

- ***Strep Throat***
The child may return to the Center after 48 hours of antibiotic treatment, no fever and with a physician's written authorization.
- ***Scarlet Fever***
The child may return to the Center with a physician's written authorization.
- ***Impetigo***
The child may return to the Center after 24 hours of antibiotic treatment and with a physician's written authorization.

3.2.3.5 Non-Reportable Communicable Illnesses

The following communicable illnesses will be handled as follows:

- ***Hand, Foot, Mouth Disease***
The child may return after fever subsides and sores disappear.
- ***Head Lice***
The child may return after treatment and the nits (egg pockets) are cleared completely from the hair.
- ***Pink Eye (Conjunctivitis)***
Children may return to school when the infection is cleared.
- ***Pinworms***
The child may return to the Center with a physician's written authorization.
- ***Ringworm***
The child may return to the Center when the infected area has disappeared and with a physician's written authorization.
- ***Roseola Infantum***
The child may return to the Center after fever subsides and rash disappears.
- ***Thrush***
The child may return to the Center after 24 hours of treatment and written authorization from a physician.

3.2.3.6 Viral Illness

Viral illnesses include but are not limited to colds, "flu," roseola, most gastroenteritis, and viral pharyngitis (sore throats). The child is considered contagious for about 3 days. "Medicine" does not affect a virus and optimally a child should stay home when he/she acquires a cold, flu-syndrome, etc.

3.2.3.7 Non-Contagious Bacterial Infection

The child may attend the Center if he/she is feeling well enough to participate in classroom activities. Non-contagious bacterial infections include ear infections, sinusitis or bronchitis.

3.2.4 Plant Contact Irritant

Plant contact irritations (poison ivy/oak) are contracted due to contact with the oil from the plant (plant-to-person). These irritants can be transmitted by oil-contaminated clothing. The child should stay home if too uncomfortable or unable to participate in classroom activities.

3.3 Medication

The parent shall provide all medication to be administered to the child. It is preferred that the parent administers that medication prior to bringing the child to the Center and/or during the day. However, when this is not possible for some reason, the parent must provide a release form for the staff to administer medications.

3.3.1 Prescription Medicine

Prescription medicine must indicate on the container (with missing information to be indicated on parental release) the following:

1. Child's name
2. Type (name) of medicine
3. Dosage, administration requirements
4. Purpose of medicine.

Regardless of how medication is administered, a release form must be filled out and the staff/teacher must be able to see the prescription label. If a child requires medication via a bottle, the parent must be present during the entire consumption.

3.3.2 Over-the-Counter Medicines

In order for a child to be given over-the-counter medicines, a parental release form must be filled out with the information listed in Section 3.2.1, and must be signed and dated by a parent and the attending physician. (Exceptions to the requirement of a physician's statement include teething gel and diaper rash ointment.) Medicine will only be administered to the child after the parent has given specific instructions to do so.

3.4 Record/Emergency Information

General medical records pertaining to the children will be reviewed on an annual basis. Records include:

1. Identification and Emergency Information:
 - a. Name and address of child
 - b. Work & home address of child's parent(s) and/or guardian

- c. Alternate work number for emergencies (i.e. secretary, co-worker who could find you)
 - d. Additional persons who may be called in an emergency
 - e. Physician or dentist to be called in an emergency
 - f. Names of persons authorized to take child from facility
- 2. Parent's Report - Child's Pre-admission Health History:
 - a. Development history
 - b. Past illness, allergies
 - c. Daily routines
- 3. Physician's Report - Child Care Centers (Child Pre-admission Health Evaluation)
 - a. Statement to physician
 - b. Physician's report
 - c. Immunization history
- 4. Release for Administration of Medicine by Staff (Prescription or over-the-counter medicines)
- 5. Medical Release - for emergency care
- 6. Logs:
 - a. Administration of all medications by staff – will indicate whether oral or written permission was given
 - b. Bumps and bruises received and/or noted at the Center for parental information
- 7. Single-Use Permission slips from parents for child to be released to someone other than persons listed.
- 8. Physicians statements for return to the Center after child has had contagious illness
- 9. ACCC Policy Acknowledgment Statement
- 10. Other pertinent information

3.5 Corporal Punishment

IAW Personal Rights of Title 22, California Administrative Code, certain rights are provided for the children on the premises of ACCC. These rights include freedom from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: hitting or

spanking, interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical function.

In order for the Center to comply with California state licensing requirements, these types of actions must not be administered on the Center premises by anybody including parents, teachers, guardians, board members, directors, etc.

4. Withdrawal from the Center

4.1 Voluntary Withdrawal

Children may be withdrawn from the Center at any time, without financial penalty, provided that a written two-week notice is given (with last day on a Friday). The Center operates on a Monday-Friday basis; therefore, the two weeks notice should be given on a Monday. If a shorter notice is given, the parent will be responsible for full payment for the two weeks following receipt of such notice. The written notice can be waived in situations where it is in the Center's best interest to have a child withdrawn voluntarily.

4.2 Loss of Use

This section describes the circumstances under which a child may be denied access to the Center. The reasons are not punitive (described later) in nature and are as follows:

- ***Illness***
The child is too sick to attend the Center (see Section 3).
- ***Los of eligibility***
Neither parent no longer work at Ames, the child exceeds the maximum age, or the child no longer lives with the eligible parent (30 day grace period).
- ***Government Furlough***
Depending on the extent of the closure of Ames Research Center, the Child Care Center may or may not be closed (see section 2.6.3).

4.3 Suspension of Services

The Center Director may temporarily suspend services to any child for good cause (e.g. failure to adapt and conform to rules, disruptive behavior that adversely affects the operation of the Center, disruptive/belligerent actions by a parent, failure to pick up a child who is deemed ill by the Center staff within 30 minutes of notification, etc.). The suspension may be for a period of time ranging from few hours up to a maximum of three days for a single incident. No child may be suspended for more than 10 consecutive working days (multiple suspensions) without a Board hearing. All suspension actions must be brought before the Board of Directors for a review.

4.4 Termination of Services

All termination actions are by resolution of the Board of Directors. The following are the reasons for this type of action:

- ***Non-payment of fees***
After two weeks of non-payment of tuition and fees, enrollment in the Center will be terminated (See Section 2.4).
- ***Disruptive Behavior***
Services will be terminated for a child judged to be uncontrollable (repeated suspension and/or violent behavior).
- ***Miscellaneous***
Termination of services as deemed necessary by the Board of Directors.

4.5 Biting Policy

As providers of child care services, the ACCC recognizes that although biting is not “abnormal” in the sense that one out of ten toddlers does it, it is a disturbing and potentially harmful behavior. Biting will be discouraged from the very first episode.

The summary of the “Ames Child Care Center Biting Incident Guidelines,” located in the Ames Child Care Staff Handbook, is as follows. The first time (and every time) a child bites, both the parents of the child who bit and the parents of the child who got bitten will be called. If a second biting incident occurs within two weeks the staff will shadow the child to determine the cause. If a third biting incident occurs within a two week period, the parents of the child who bit will be required to pick up their child and the parents will have a formal meeting with the staff to come up with a plan to eliminate biting. If biting persists it may be necessary to terminate the child’s enrollment at the ACCC.

5. Parent Roles and Responsibilities

Once a child is accepted into the Ames Child Care Center, the parents are strongly encouraged to become involved at the Center. Both the families and the Center benefit through parent participation in various activities such as fundraising events, family functions, work parties, covering classrooms during staff meetings, or becoming a Board member, committee member or classroom parent. The families benefit by meeting other Center families, observing their child(ren) interacting with their peers and gaining a better understanding of the Center operations. The Center benefits financially which helps keep tuition as low as possible while providing funding for tuition assistance and “extras” such as the music program and computers.

Your attendance at Parent meetings is also encouraged so that you may stay informed. Board meetings are open for parents to attend if they wish, and minutes of the meetings are posted and available electronically, if you wish to be on the distribution list.

As well as participation in these Center activities, parents also have some basic responsibilities at the Center.

5.1 Daily Parent Responsibilities/Opportunities

There are a number of daily responsibilities that fall upon the parents that help to make the teachers’ jobs easier, keep the Center running smoothly, and make the children’s experiences more comfortable and enjoyable. There are also opportunities to visit your child, share a birthday, and have special dietary needs/requests accommodated.

- Parents must wear a NASA/Ames Picture Badge visible on their person while at the ACCC and comply with the ACCC Security Procedures (see Section 3.1).
- In the classrooms, parents must sign their children in and out using the classroom logbook and verbally inform a staff member as to whether the child is arriving or leaving. Please do not leave until your child is actively playing with other children or in the care of a Center staff member.
- Bring your child to school properly dressed for the outside temperature. Efforts will be made to allow outdoor exercise whenever weather permits. Sandals and cowboy boots are not allowed for safety reasons.
- On the first school day of each week, your child should arrive with a clean, labeled nap blanket and crib sheet (except for the Earthling and Pioneer rooms). A labeled comfort item such as a stuffed animal may also be brought in for naptime if desired.
- Please mark all items of your child’s clothing (including coats, hats, scarves and boots) with indelible ink, sew-on or iron-on, full name, identification labels. If clothing is not marked, it is more likely to get lost. The Center staff is not responsible for lost or misplaced clothing.
- Your child should always have an extra complete set of weather-appropriate clothing (including underwear and socks). Properly labeled clothes may be brought in a shoebox or similar container that has been marked with the child’s name. These items will be used in the event of mishaps and should be replaced with clean clothing the day following such an event.

- Please discourage your child from bringing toys to school except on specified sharing days. It is especially important to exclude gum, jewelry, candy or other small objects that might cause a tragedy in the wrong hands.
- Parents must abide by their chosen schedules in order to avoid a potential understaffing situation. If parents fail to pick their children up by 6:00 when the Center closes, a fee will be assessed (see Section 2.7) and staff members will be inconvenienced by having to stay past their normal work shift.
- Please remember that the Center staff cannot give over-the-counter medication to children (please see Section 3.2).
- Please do not bring an ill child to the Center. Children in day care are more susceptible to a contagious illness because of their exposure to other children. In addition, your consideration in the form of a call to the Center when your child will be absent due to illness or any other reason will be appreciated. Please see Section 3.1 of this document for further information on illness.
- The Center reserves the right to refuse admittance to any child showing signs of illness upon arrival to the Center. The Center should be informed of any contagious diseases contracted by the child. Any child found to be ill during school hours will be isolated (with a staff member in attendance) in an area set aside for that purpose until one of the people designated on the emergency card can be contacted for their pickup. Upon notification, the person will be expected to remove the child from school promptly (see Section 3).
- Proper immunizations are required of all children enrolled in the Center. Evidence to that effect will be required by first day of enrollment and re-checked annually (see Section 3).
- Smoking is not permitted within the Center or on the grounds (within the fences).
- Parents are always welcome to visit their child(ren) at the Center and may do so at any time during the day.
- If you would like to have a birthday celebration at school for your child, you may bring a treat such as cupcakes, cookies or pudding to share with your child's classmates for afternoon snack. Please note that party favors and gifts are discouraged.
- Hot table food for lunch will be provided by the Center for those children able to participate. Menus will be posted for parents' information. If your child has special dietary needs, the Center Director and teacher should be notified, and where possible, an alternative menu will be worked out. Parents provide all formula and baby food.

5.2 Fundraising Activities

The Center is involved in several major fundraising activities per year. These include a Golf Tournament, Jog-a-thon, Art Auction and Gold Shows. In addition, SCRIP, jogsuits, and See's Candy sales are ongoing. All of these activities require parent time and participation. They are only as successful as the effort expended. As a parent in the Center, your help and/or participation in these events is needed in order to help offset Center costs. Other fundraising ideas are always encouraged, but volunteers must be recruited to carry out the

ideas. All events must be approved in advance by the Board. If you have any ideas or would like to know whom to contact to help, please contact any of the Board members. A complete list of Board members is available from the Center Director.

5.3 Family Events

There are several major family events each year which are fun and rewarding, and which build a sense of community. There is a summer picnic, a Holiday Party, open house, and various Holiday celebrations (please see the Center Director or Assistant Director for a schedule of the Holiday celebrations). If you would like to arrange or assist with arranging any of these activities, please contact any Board member, the Center Director or the Assistant Director.

5.4 Committees/Board of Directors

There are a number of Board committees requiring parent involvement. Please contact any Board member if you are interested in helping with any of the following committees: Fundraising, Parent Activities, Facilities, Long-Term Planning, Policy, and Staff Appreciation. If you are interested in running as a candidate for the Board of Directors or Tuition Assistance Council, contact the Center Director or Assistant Director for details.

5.5 Other Activities

Work parties are scheduled periodically throughout the year in order to get a variety of projects done in the classrooms and on the play yards. Workers and tools are needed, as well as baby-sitters for the kids of the parents who are working. Notices of work parties will be sent and posted as far in advance as possible.

Monthly staff meetings take place on the first Monday of the month. The Center closes at 5 PM on these days. Please make arrangements to pick up your child no later than 5 PM. In addition, occasional classroom coverage is needed during naptime to allow the preschool or infant/toddler staff members to meet.

A parent can also take a turn to be a “Classroom Parent.” A Classroom Parent can help the teachers with the planning of parent meetings and field trips, or help out in other ways in the classroom. For a full description of the role of a Classroom Parent, or if you are interested in being a Classroom parent, please see the Center Director or Assistant Director.

6. Grievance Procedures for Parents

The goal of the Center is to provide quality care for the children of Ames/Moffett employees. Customer satisfaction is one vital measure of the quality of care provided. When a parent has a concern or conflict, it is the intent of the Center to insure that the parent has a fair and effective method of resolving the issue. The Center is committed to the idea that most concerns arising with the staff, policies, and/or financial matters can be resolved to the mutual satisfaction of all involved parties. To facilitate this process, we ask that parents having any problem or complaint please follow these suggestions in seeking a reasonable solution.

- Talk with the person involved. If the problem is with a staff member, talk with the staff member; if it concerns policy or payments, bring it to the attention of the Center Director. Often what appears to be a major problem, when clarified, turns out to be a misunderstanding.
- Identify the problem specifically. Find out what events or conditions may have contributed to the incident. It is always easier to solve a problem when the parties know what the problem is.
- If the problem is with a staff member other than the Director and it cannot be resolved one-on-one, make an appointment with the Director to discuss the problem privately. In this meeting, clearly state the problem. Try to be very specific; name of person(s) involved and give the date and circumstances of the event(s) at issue. The Director will discuss the problem with you and decide what action should be taken. The Director will write a summary of the meeting and the action taken as a result. A copy of the summary will be sent to you and to the Board of Directors.
- If the Director's response does not resolve the problem to your satisfaction, contact the President of the Board of Directors. The Board of Directors will meet with you in a private session to discuss the problem and how it was handled by the Director. The Board of Directors will then ask you to leave and will make its decision in closed session. You will be notified of the results in writing. The decision of the Board of Directors will be final and binding on all parties.

7. ACCC Board of Directors Responsibilities

7.1 ACCC Board of Directors

The ACCC Board of Directors is charged with the management and control of the ACCC, including setting policy, overseeing administration and monitoring finances.

The Board of Directors is comprised of 7 individuals who serve a one-year term from July to June. The Board is elected by the parents of children enrolled in the Center. The Tuition Assistance Council is comprised of 3 individuals, also elected by the parents. Elections are held mid-to-late May and may include other positions besides Board membership, such as chairs of committees. Any interested person can nominate himself or herself. The nomination must be received in writing by the Election Committee 3 days prior to the election. The Election Committee is comprised of parents who are not themselves nominees to the Board of Directors or Tuition Assistance Council.

For each child enrolled at the Center, a family is allowed seven total votes for Board of Directors positions and three votes for the Tuition Assistance Council positions. If you had two children enrolled you would get 14 votes for the Board and 6 votes for the Tuition Assistance Council, and so on. The ballots are distributed, collected and tallied by the Election Committee. The Board meetings during June allow for transition from the old Board to the new Board following the election. The Board elects the officers at the first new Board meeting. A list of Board Members names and phone numbers is available upon request from the Center Director and is posted in the ACCC lobby.

7.2 ACCC Policy

ACCC policies are established in the following documents:

- ACCC Policies and Operating Procedures
- ACCC Board of Directors Policies and Procedures
- Bylaws of Ames Child Care Center
- ACCC Personnel Policy
- ACCC Tuition Assistance Council Operations and Procedures
- Space Act Agreement between NASA ARC and the ACCC
- ACCC Accounting Policy
- ACCC Financial Policies and Procedures

These written policies are available in the lobby or from the Director or Assistant Director.

The ACCC Policy Committee Chairperson works with parent volunteers to help research, write and review all policy changes and maintain the current ACCC Policy and Operating Procedures. Any individual can raise a policy issue for this committee to consider. Any policy question can be referred to the Policy Chairperson, a Board member, the Center Director or Assistant Director.

7.3 ACCC Administration

The Board is responsible for overseeing the administration and operation of the ACCC. The Center's day-to-day operations are delegated by the Board to the Center Director. The Board retains overall responsibility for the operations of the ACCC. The Center Director reports to the Board of Directors.

7.4 ACCC Financial Responsibility

The Board is accountable for ACCC money and assets. Within the ACCC, there are two distinct and separate budgets: the Operations and Board budgets. The Board serves in an oversight capacity for the Operations budget, which is funded by tuition fees. The Operations funds cover the costs of normal Center operations, including salaries, food, diapers and supplies. The Board budget is directly controlled by the Board and is funded solely through fundraising activities. The Board funds are typically used for things not covered by the operations budget, such as tuition assistance, financial audits, the music program and family events. The fundraising activities and spending of the Board funds are at the discretion of the Board.

Appendix A: Ames Child Care Center 2003 Fee Schedule

Earthling, Pioneer, Mercury Viking, and Explorer Rooms	\$254.00	
Weekly Rate:		
	\$10.00	Diaper fee
Total:	\$264.00	
Gemini, Apollo, Vanguard Rooms Weekly Rate:	\$193.00	
	\$10.00	Diaper fee, if applicable
Total:	\$203.00	

Appendix B: Part Time Enrollment Policy and Agreement

The ACCC policy committee has determined that a part-time enrollment can only be offered if it causes no vacancies and no loss of tuition money. In order for no loss of tuition to occur, part time enrollments can only be offered if two (or more) children fill one existing slot. The parents of the children involved must sign an agreement to abide by ACCC's stipulations for part-time enrollment. The following criteria must be met:

1. **AGE**
The children must be close enough in age and developmental abilities so that they will be able to graduate to successive rooms on the same schedule.
2. **ATTENDANCE**
The parents of the children must establish and maintain an attendance schedule that does not overlap. The children must attend on separate days of the week, rather than splitting the slot on a daily basis. An acceptable schedule for instance would be Child A: Monday, Wednesday, and Friday; Child B: Tuesday and Thursday.
3. **TUITION**
Tuition and fees must be paid, in advance, according to the established schedule, regardless of the actual attendance or holidays. Part-time tuition rates are determined by dividing the full-time weekly tuition by 5 days and charging that rate for each day scheduled for attendance and then adding any service fees (e.g., diaper changing fee).
4. **SERVICE FEES**
Service fees (e.g., diaper changing fee) are not reduced for part-time enrollment.
5. **WAITING LIST**
If a full-time child requests part-time enrollment, families of age-appropriate children on the waiting list will be given the opportunity to negotiate a part-time enrollment agreement.
6. **PART-TIME ENROLLMENT AGREEMENT**
The part-time agreement continues as long as the parents involved wish to continue part-time.
 - a. If one of the families removes their child from the ACCC, after two weeks, the part-time enrollment agreement will be terminated and the remaining families are responsible for insuring that the ACCC does not suffer a loss in tuition. The remaining child will assume the full-time slot and must pay accordingly, regardless of attendance.
 - b. If one of the families wishes to transfer to a full-time status and there is another age-appropriate vacancy, they can only disengage from the part time agreement after a two week notice is given to the other family.
 - c. If a child involved in a part-time enrollment agreement is forced to withdraw from ACCC, after two weeks the part-time enrollment will be terminated and the remaining family will assume the full time tuition and slot.
 - d. When a part-time agreement is disrupted or terminated, for any reason, the remaining family will receive a two week notice. If a new family willing to participate in a part-time agreement cannot be found during the two week period, the remaining

family will be responsible for assuming the full-time slot. After the two weeks and while assuming the full-time slot the remaining family can continue to seek another part-time participant or remove their child from the center according to section 4.1 in the ACCC Policies and Operating Procedures.

- e. The remaining family in the part-time enrollment agreement, regardless of the reason, will be allowed two weeks from notification of the termination to find another family willing to participate and negotiate a time-share agreement. If this cannot be accomplished the remaining family must assume the full-time slot and tuition or remove their child from the center.

7. SIBLINGS

Part-time enrollment agreements are not automatically transferred to sibling children enrolled at the ACCC. A separate part-time agreement must be made for each child.

Signed:

Parent: _____

Parent: _____

Parent: _____

Parent: _____

Date: _____

Date: _____

Child's Name: _____

Child's Name: _____

Child's Schedule: _____

Child's Schedule: _____

Appendix C: Ames Child Care Center Policy Acknowledgment Statement

I/We, _____, the parent(s) of _____,
acknowledge that I/We have received and read the Ames Child Care Center
Policies and Operating Procedures and agree to abide by these policies while
my/our child(ren) is/are enrolled in the Ames Child Care Center.

Signed Name

Date

Signed Name

Date